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SA-31

Recommendation for Incentive Awards

- | | | |
|----------------|--|-------|
| (1) [REDACTED] | Chief, Publication Division, Office of Basic
Intelligence | 25X1A |
| (2) [REDACTED] | Chief, Printing Services Division, Office of
Logistics | 25X1A |

It is proposed that the attached recommendation for incentive awards
be reviewed and voted upon at the Incentive Awards Committee meeting.

25X1A

[REDACTED]
Executive Secretary

14 September 1955

MEMORANDUM FOR: Executive Secretary,
Incentive Awards Committee

THROUGH: Director of Logistics

FROM: Assistant Director, OBI

SUBJECT: Recommendation for Incentive Awards to

[REDACTED] 25X1A
for Savings in NIS Gazetteer Printing Costs

1. NIS Gazetteers were developed for the purpose of establishing uniformity in geographic name usage in the National Intelligence Survey. They are produced with CIA fiscal support by the staff of the U.S. Board on Geographic Names (BGN), Department of the Interior, which is charged by statute with the responsibility for determining official standard geographic names. NIS Gazetteers have been published on approximately 80 countries, and serve as the standard reference on foreign geographic names throughout the Government.

2. The reproduction procedures under which the NIS Gazetteers have been published during the past eight years were established only after a comprehensive examination and evaluation of all available printing and reproduction techniques. The established procedures satisfactorily meet the requirements of accuracy, economy, and complete flexibility of use. BGN standard geographic names, together with recognized variant spellings, geographic coordinates and reference data, are punched on IBM cards. These are checked and then alphabetized by the IBM and run off on the IBM printer. Diacritical marks are manually applied to these name lists which are then photo offset, printed and bound into the finished NIS Gazetteers.

25X1A 3. [REDACTED] Chief, Printing Services Division, Office of Logistics, recently undertook a complete examination of NIS Gazetteer printing procedures and requirements in coordination with [REDACTED] 25X1A
[REDACTED] Chief, Publication Division, Office of Basic Intelligence.

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SUBJECT: Recommendation for Incentive Awards

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New devices for rapid reproduction were examined and trips were made to the home offices of the [REDACTED] and the [REDACTED] Company. All aspects of the IBM operations were also re-examined, and this study resulted in certain modifications to an IBM machine in Machine Division, OCD, which produced the simplest and most economical improvement in NIS Gazetteer printing techniques.

4. This new improvement results in practically doubling the number of names per gazetteer page, thus reducing printing and binding costs by approximately one-half. The enclosures to this memorandum show samples of the old and new page formats for the NIS Gazetteers. The Office of Logistics makes a conservative estimate of the annual savings to be expected from this new method of printing NIS Gazetteers as "approximately \$15,000" with the present rate of production. Even greater savings would be realized from future increases in printing and binding costs and in the average size of NIS Gazetteers.

5. The estimated savings of \$15,000 each year in the cost of NIS Gazetteer printing and binding directly result from the constructive efforts, well beyond normal duty requirements, of [REDACTED] and [REDACTED]. In view of their outstanding work it is recommended they be granted incentive awards in consonance with the policies established by the Agency.

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Enclosures:

1. Old Format
2. New Format



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Secretary, Incentive Awards Committee DATE: OCT 17 1955

FROM : Director of Logistics

SUBJECT: Recommendation for Incentive Awards to [REDACTED] and
[REDACTED] for Savings in NIS Gazetteer Printing Costs

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REF : Memorandum for Executive Secretary, Incentive Awards Committee
from Assistant Director, OBI, dated 14 September 1955, same
subject as above

1. It was with pleasure that I read referenced memorandum
and learned that one of my staff, [REDACTED] has
been recommended for an incentive award due to the part he
played in developing an improved format for NIS Gazetteers
which will result in substantial economies.

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2. However, I find that I cannot concur with the recommendation
in the instance of [REDACTED] since it is his assigned
responsibility to accomplish such work and instant example is only
one of a series of similar projects which he has accomplished in
the past and is expected to accomplish in the future. Instead
of recommending him for an incentive award, it is suggested that
a letter of commendation might be more appropriate.

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[REDACTED]

JAMES A. GARRISON

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Attachment:

Referenced Memorandum

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31 October 1955

MEMORANDUM FOR: Executive Secretary
Incentive Awards Committee

SUBJECT: Recommendation for incentive awards for

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1. Based on the review of the attached and discussion with [REDACTED] I feel that a letter of commendation would be appropriate in the case of [REDACTED] as well as that of [REDACTED]

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Inasmuch as the accomplishment was in line of duty in the case of each of the individuals they can be considered only for a Superior Accomplishment Award. However, I do not feel that this particular accomplishment in itself qualifies them for such an award.

2. I also question whether it is necessary, considering the special circumstances in the case, to submit it for review of the Honor Awards Board. In any event, I would believe it might be preferable to initially have the proposal considered by the Incentive Awards Committee.

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[REDACTED]
Assistant to the D/D/T (Admin.)

Encl.

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Suggestion No 965

A. Summary of the Suggestion:

The suggester proposed a revision of the "Staff Duty Officer Check List" that would conserve paper costs.

B. Evaluation of Concerned Offices:

Suggestion #965 was withdrawn from the June Agenda to resolve differences of opinion as to the value of the suggestion. The Chief, Records Management Division, Management Staff believes that the suggester was responsible for several of the improvements in the new Form No. 109 which replaces Form No. 36-8. Total estimated tangible savings are \$54.38 annually.

C. Recommendation of Executive Secretary:

An award of \$15 based on scale of awards.

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A. Summary of the Suggestion:

It is proposed that the practice of sending Form 37-200, "In and Out Casual Status", to Finance Division be discontinued.

B. Evaluation of Concerned Offices:

The Deputy Comptroller has made the following evaluation: "A review of the current utilization of Form 37-200 in the Finance Division reveals that the information presented thereon is received by the Finance Division in a more usable and timely form from other sources. This fact renders Form 37-200 useless to the Finance Division, Payroll and Travel Branch. Currently, the following documents recording employee movements are being received and utilized by the Finance Division, Payroll and Travel Branch:

- a. Personnel Transfer and Clearance Sheets from Overseas Stations at the time employee departs the station.
- b. Returnee Payroll Information which is forwarded to Payroll Section at such time as an employee "processes in" through Central Processing Branch.
- c. Weekly list from Central Processing Branch of personnel "processing out" for overseas assignment.
- d. Foreign Duty Data Sheet prepared by Central Processing Branch at the time an employee is departing Headquarters for an overseas assignment.

However, a recent change in procedure in the Accounts Receivable Section of the Finance Division, whereby Advance Accounts will be segregated by the employees permanent duty station, will require the use of Form 37-200 in order to adjust the location of advance accounts in accordance with movements of Agency personnel. The distribution of this form in the Finance Division is therefore being changed from the Payroll and Travel Section to the Accounts Receivable Section.

It is therefore recommended that the distribution of Form 37-200 to the Finance Division not be discontinued; however, it is recommended that the originator of Employee Suggestion

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Number 1277 be appropriately rewarded since the distribution of this form to the Finance Division Payroll and Travel Branch is being discontinued."

Comments from the Planning and Analysis Staff, Office of Personnel indicated that insofar as that office was concerned procedures regarding the distribution of Form No. 37-200 would remain essentially unchanged, and that there would be no savings.

C. Recommendation of Executive Secretary:

Nominal award of \$10 based on intangible savings.

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Suggestion No: 1486

A. Summary of the Suggestion:

The suggester proposes that, to avoid confusion in the sorting and routing of RI/ARCHIVES and RI/FILES charge-out material, Forms 179 and 179a be printed in contrasting colors. It is maintained that the color would determine more quickly, and without error, the destination of the document. The suggester continues: "Much mail has been mistakenly routed to the wrong office because of the two forms being so similar. This has caused much additional time and energy to be wasted in the resorting of the documents in RI/FILES where they eventually end up because of the forms.

B. Evaluation of the Concerned Office:

The Deputy Chief, RI evaluated the suggestion and advised the Committee as follows:

"The subject suggestion has been reviewed in RI and is worthy of adoption. The Records Integration Division will comply with the suggestion when reordering the forms involved. An estimate of the savings in time is difficult to estimate. However, it is of the opinion of RI that it would aid more efficient sorting and distribution of documents."

C. Recommendation of the Executive Secretary:

Approval and award of \$10.00 based upon intangible savings.

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A. Summary of the Suggestion:

It is suggested that a small unobtrusive sticker (about 4 1/16" x 1 3/4") be printed with "CLOSE AFTER USE" or some words to that effect, to be placed on each drawer.

If the sticker is not acceptable it is further suggested that a poster be designed as a reminder to the employees of each office to close each safe drawer after its use.

It is believed that the presence of open safe drawers warrants special attention as a definite safety hazard.

B. Evaluation of Concerned Office:

The Acting Chief, Physical Security Division, Security Office made the following evaluation:

"This suggestion deserves merit since a large number of accident reports have been received during the first quarter of 1955 showing a number of First Aid accidents caused by open safe drawers. However, the Safety Office is equipped to provide two types of warnings to personnel similar to those recommended by this suggestion. These two warning signs are a colored poster showing the safe drawer open at the bottom endangering two persons walking towards it and a white card advising personnel to close drawers after use. Although a similar sign is already in use, this suggestion does show the need for better distribution which will be completed as soon as possible."

C. Recommendation of the Executive Secretary:

An award of \$10 based on intangible benefits for sparking wider distribution of safety posters.

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A. Summary of the Suggestion:

The suggester proposes that in some of the Agency buildings such as Alcott Hall, the emergency exit doors of such buildings would constitute a safety hazard in the event of an emergency, e.g., fire, when immediate evacuation of personnel is necessary.

This hazard exists because the forementioned doors are plain and unmarked which makes recognition of the opening side impossible and as a result personnel pushing against the wrong side of the door come to an abrupt halt. In the event of an emergency, it is conceivable that frightened individuals could be injured and/or cause injury to others by rushing pell-mell against the wrong side of the door.

It is suggested that the opening side of all such doors be identified by painting upon it a white background panel with a black lettered word, PUSH or EXIT, painted on the white background.

B. Evaluation of Concerned Office:

The Chief, Physical Security Division, Office of Security made the following evaluation:

"The basic concept of Employee Suggestion #1532 has been adopted and shall be implemented when the schedule of the Space, Maintenance, and Facilities Branch permits.

"Suggestion #1532 concerns the painting of a "PUSH" sign on the inside of the fire doors opposite the hinges in Agency Buildings. The particular word "PUSH" was not accepted; however, the idea of painting a sign has been accepted. This was further expanded by adding a sign on the outer side of the door to prevent people from being struck by the opening door. The final result is; one sign reading, "OPEN SLOWLY", will be stenciled on the inside of the door in the position where Employee Suggestion #1532 suggested the word "PUSH", and the words "WATCH OUT FOR OPENING DOOR", shall be stenciled on the reverse side of the door.

"This Employee Suggestion cannot be evaluated in definite monetary terms. However, it is anticipated that the measure of accident prevention to be realized will be favorably reflected in the future.

"It is felt that credit for the idea of these signs should go to the person(s) submitting Employee Suggestion #1532."

C. Recommendation of the Executive Secretary:

Approval. Award \$20.00 (\$10.00 each) based on intangible benefits.

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Suggestion No. 1021

A. Summary of the Suggestion:

The suggester proposes that for security reasons, the grade and salary, title and purpose should be omitted from Travel Order, Form No. 33-27.

B. Evaluation of Concerned Office:

The Deputy Comptroller evaluated this suggestion and advised the Board as follows:

"All of this information except salary is believed necessary on one or more copies of the form for the reasons discussed in the following paragraphs.

"Grade" is essential to the Travel Order form in the case of foreign travel inasmuch as it controls the weight allowances to which the traveler is entitled. It also has a bearing on the accommodations to which the traveler is entitled if traveling by ship, and may in some instances be a factor in determining the type of accommodations to which he will be entitled at an overseas post. Grade is considered an essential requirement in the case of foreign travel by the Finance Division, Fiscal Division, [REDACTED] Personnel Division, and the Passenger Movement Branch.

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"Title" is needed primarily for administrative reasons. The Central Processing Branch, for example, prepares two daily reports for the Office of Deputy Director (Plans). One report lists selected information concerning Travel Orders authorizing permanent change of station to overseas points; the other report lists selected information concerning Travel Orders authorizing both PCS and TDY travel back to headquarters. Both reports list the title of the traveler. The Executive Officer of DD/P, uses these reports and must inform the Chief of Operations of any Staff Chiefs, Area Chiefs, Branch Chiefs, or Deputies thereto, who may be on either list. "Title" is also a requirement in a special report prepared by the Central Processing Branch for the Inspector General's Office each month, listing all personnel returning from overseas for PCS.

"A statement of "Purpose" is essential for several reasons. Any authorizing official and others approving a Travel Order for signature by an authorizing official have a basic need for this information. The Office of Security also has a basic interest in the purpose of overseas travel; it is possible in a given case that they might clear a particular traveler for a trip to a specific overseas point for one purpose, whereas they might not clear him for different purpose. We believe also that a statement of purpose is desirable from an audit standpoint when the travel voucher is submitted for payment; in the

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Suggestion No. 1821

average case it may not be used by the Auditor, but it should nevertheless be a part of the basic information available to him.

"It is recommended, therefore, that this suggestion be adopted only to the extent of changing the form, when it is next revised, to eliminate the requirement for salary. Although there are a large number of Travel Orders used in this Agency (nearly 14,000 in fiscal year 1955), virtually no monetary savings are expected to result from the omission of salary from the form. About the only savings would be the time saved by the typist in omitting this information, and this might range from 10 key strokes (e.g., as involved in typing ".10.000.00"), to 5 key strokes (e.g., as involved in typing ".5,000"). If we assume the maximum of 10 key strokes saved on each of 14,000 Travel Orders, and an average typing speed of 40 words per minute, the savings would be approximately 12 man hours per year. No measurable time savings can be allocated to the original acquisition of salary information for use on the form, inasmuch as it has ordinarily been obtained at the same time as the grade."

c. Recommendation of the Executive Secretary:

Approval in view of proposed implementation of part of suggestion with tangible benefits of \$20.00. Recommend award of \$10.00.

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Suggestion No. 1828

A. Summary of the Suggestion:

The purpose of this suggestion is to eliminate the process of coding to integrate captioning and coding into one step.

The CIA photo number on line one as well as the photo number on line ten are identical and will be machine stamped by the typist. The rest of the sheet will be filled in by the analyst. Lines six, seven, eight will be used for additional information that appears on the caption but not on the coded listings. The key punch operator will start on line three and follow the same pattern as the current code sheet excluding line seven and eight.

The Graphic typists will start on line two except when the Photo is of the USSR and the only deviation is to pick up the place name from line four before picking up the coordinates. On occasion there will be difficulty with a long caption and abbreviations but this weakness is minimized by the close proximity of the analyst and the typists. It is suggested that when the photos are sent to the Lab the combination sheets can be sent to the Machine Room.

The advantages are that at present coding is a separate step which amounts to no more than copying. One analyst can do about 150 pictures a day. Ultimately the code sheets are destroyed and are very seldom referred to. It is estimated that the savings would amount to \$9000 per year counting that each analyst devotes eight hours per week to coding and there are about twelve analysts. Another savings is the cost and material for printing the present code sheets. The step of coding for subject matter when captioning and the expense of changing the design of the caption report is negligible.

B. Evaluation of Concerned Office:

The Chief, Graphics Register CO dictated on 14 June 1955: "The above suggestion proposes consolidation of IBM coding and photographic captioning in one form. The suggestion is one that seems to have occurred to others but credit must be given to the writer of #1828 for having reduced his idea to the suggestion procedure and thus focusing our attention to it. A combination form was printed for the Coordinator of Information (COI Form 78) in 1942, for similar photographic use but was not used for LN purpose either COI or OSS."

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Sugestion No. 1028 Con't

Testing and evaluation has not been completed. As far as we have gone the suggestion seems sound and, with minor changes, worthy of acceptance. We will obtain a report from the Machine Division on the use of a consolidated form and further study will be necessary to estimate the monetary savings that may result. A supplemental report on this suggestion will follow in a few weeks."

On 3 August 1955, we received the following report: "Upon completion of one month's trial period, using the proposed combination Caption and Coding form, by the Photo Branch, all of the analysts have whole heartedly and enthusiastically recommended the adoption of the form.

Approximately 52 days per year or 1 day per week by one analyst was spent by the Personalities Photograph section of the Photograph branch on the coding of photographs. The nature and simplicity of coding personality photographs onto the purposed combined Caption and Coding sheet has resulted in a savings of about 75% in labor and 50% in material, previously spent coding and captioning onto two forms, (Coding sheet and Caption sheet). The elimination of the coding sheet as presently used should reduce this coding time to approximately 13 days effecting a savings of about 39 man days or \$800.00 based upon an average salary of \$20.00 per day per analyst.

Some 21.5 man days per year were used to code the photographs of the Ground Photo section, Photograph Branch. The use of the proposed combination Caption and Coding form has eliminated approximately 75% of the time originally spent on coding and also resulted in the elimination of one form. This should reflect a savings of about 18.5 man days or approximately \$3600.00 based upon an average salary of \$20.00 per day per analyst.

While the total savings should be around \$1500.00 per year, which is not very large, it is felt that the morale boost to the personnel would be considerable, in that the adoption of the proposed combined form, definitely eliminates what was formerly a very boring and monotonous chore."

C. Recommendation of Executive Secretary:

*An award of \$40 based on the estimated tangible savings of
\$4500 per year.*

SIGN T

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Suggestion No. 153

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A. Summary of the Suggestion:

The suggestor proposes the development of a more efficient arrangement and utilization of duplication facilities for DD/P Offices. The proposed changes are:

Give one individual full responsibility for care and maintenance of rooms and equipment used for duplicating copies to provide for continuity in production, availability of supplies and better scheduling of work.

Set up an additional copying machine in a separate room where its use would not interfere with the operation of other equipment which must be used in a lighted room.

Build shelves or racks to hold various types of paper to provide a better flow of work and economy in motions.

B. Evaluation of Concerned Office:

Chief, Printing Services Division has supplied the following evaluation:

Suggestions are a reiteration of a condition which has been studied for a long period of time. Implementation has been made at the working level where the particular manufacturer's technical manual of instructions is utilized. FE instituted central control as proposed in 1952. Equipment preventing use of other equipment has been considered, and only where space is of greater import than simultaneous operation have non-comparable equipment been located in the same area. The use of equipment by many offices creates the problem presented, and since many people use the equipment and the paper, shelves or racks to hold the paper to provide a better flow of work and economy in motions are precluded beyond general shelving by the variety of users.

C. Recommendation of the Executive Secretary:

Disapproval

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A. Summary of the Suggestion:

The development of posters and instructional material for the efficient operations of duplication equipment of the DD/P Offices.

B. Evaluation of the Concerned Offices:

The Office of General Services has indicated that the placing of posters, while being helpful, would not correct the real problem of efficient utilization.

The Chief, Printing Services Division recommends non-adoption as each manufacturer of duplicating equipment provides a tech. manual for proper operation. Furthermore, the variety of reproduction equipment precludes the production of posters and instructional material of other than a general guide. Such a general guide would not be of sufficient instructional value to merit the effort in producing the guide.

C. Recommendation of the Executive Secretary:

Dissapproval.

Suggestion No. 820

A. Summary of Suggestion:

The suggester proposes the use of "test strips" (a system commonly used by photographers) for determination of the proper time setting for the correct exposure of copies on Thermofax machines. Regular size Thermofax paper could be cut into strips, three to a sheet, and placed in the holder above the machine.

The user would then use one or two "test strips" to find the proper time setting rather than two or three full sheets as at present. This would require no added time on the part of the user but would result in effecting material savings in Thermofax paper.

B. Evaluation of Concerned Offices:

In May 1954 the Logistics Office advised the Committee that this suggestion indicated much merit and should be adopted for immediate use wherever a thermofax machine has been installed. Accordingly, arrangements were made to procure an initial quantity of 2000 test strips and explanatory notes. The test strips were received and distributed to the Supply Division.

In June 1954, the Supply Division returned the strips with the information that thermofax machines were being converted to use a different type of paper.

In August 1954, the Logistics Office advised the Committee that nothing further could be done with the suggestion - unless through I.E/P, in which case we would be advised further.

C. Recommendation of Executive Secretary:

In view of the long delay and apparent inability to implement this suggestion, it is recommended that the Committee disapprove it for adoption.

*See note in
folder*



Summary of the Suggestion:

The responsibility of Locator Information File is assumed by Security Office.

According to Agency regulations the information in this file must be maintained in an accurate and current basis. At the present time this regulation is not being adhered to by all agency components.

The telephone office now has the responsibility of determining when information pertaining to the locator file be furnished on calls from outside the Agency. The personnel in the telephone office feel this responsibility is quite a burden to them. There is always the possibility of a security violation if information is improperly furnished in response to outside calls especially after regular working hours.

It is felt that a possible solution to these problems would be obtained if the Security Office assumed the responsibility of the locator Information File. In the cases of constant improper reporting of information, this would be reported to Security Office and they have the authority to take such disciplinary action as they see fit to enforce adherence to regulations.

In furnishing information to outside sources, Security Office has available identification data whereby they may identify persons with a very slight possibility of a break of security. Also the telephone office would be relieved of information of a highly classified category.

Evaluation of the Concerned Offices:

- i. The Chief, Physical Security Division, it stated on 19 August 1955:

"The Office of Security has been studying the advantages and disadvantages concerned with the location and relocation of the Locator Information File. As of this date no definite decision has been reached."

"The above mentioned studies began some months prior to the submission of employee suggestion #1159, therefore, this suggestion is already in effect and no part of suggestion makes added contribution."

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2. The Chief, Telephone Section, evaluated this suggestion 11 Jan. 1955 and made the following comments:

"This suggestion is impractical in that, an employee information locator file is an integral part of any telephone (PFX) Private Branch Exchange Service.

"The statement made that the Telephone Section is responsible to determine what information will be released to an outside caller is incorrect. This determination is made by each Administrative Officer through submission of the personnel listings which clearly define the action to be taken by the telephone operators.

"The possibility of an error made in reporting a status change by an Administrative Officer or failure to report changes immediately is acknowledged and do, on occasion, result in the disclosure of semi-covert personnel. Any situation of this sort which is brought to the attention of the telephone supervisors and is reported to the respective Administrative Officer for immediate action."

c. Recommendation of the Executive Secretary:

Disapproval.

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A. Summary of the Suggestion:

The suggester proposed that all outside calls be "labeled" as such by having the operator signal with an unusual ring.

B. Evaluation of Concerned Office:

The Chief, Telephone Section made the following comment:

"This suggestion is impractical in that numerous wiring plan systems in use throughout the Agency are equipped with combined ringing and lanning features which the operator manually, and switchframe connector equipment mechanically, activate but do not control. The ringing remains constant from the time of contact until the line is answered,

"Further it has been determined that the placing of the responsibility of the disclosure of covert information upon the operator would constitute a poor security risk,

"The statement made that almost all outside calls of inquiry for individuals, find their way to the area desk personnel offices is incorrect. Any inquiry for semi-covert or non-listed personnel is acknowledged by the information operator with the reply; "We have no one listed by that name." When the caller is insistant that the person is an employee, the information operator then queries; "Shall I transfer you to Personnel Records? Perhaps they can help you." The call is then passed to that office.

"The Chief, Employee Records Branch, has advised this Office that in the event the decision to withhold or release the information cannot be reached, the respective personnel office area desk is then contacted for resolution.

"It is the opinion of this Office that the present method for the handling of outside information requests is adequate and contains maximum security provision. Accordingly, it is the recommendation of this Office that this suggestion be disapproved for adoption."

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1397

A. Summary of the Suggestion:

The suggester proposes that a hood with an exhaust fan be installed over the Sterilizing Bay of the Packing & Crating Section. The purpose of this is to eliminate sawdust, paint, ink, etc. particles which mingle with the dust and is inhaled by 3/4 of the personnel working in the Section. It is my belief that there will be an abatement in the use of sick leave since the intake of poisonous particles (mostly ink and paint) has a harmful effect on the men who take them into their lungs.

B. Evaluation of Concerned Office:

The Special Assistant to the Chief, Medical Staff evaluated this suggestion and advised the Committee as follows:

"This employee suggestion has been reviewed by the Medical Staff, and it is felt that the complaints listed, of the air being contaminated with these particles, causing excessive sick leave, is probably not as harmful as the employee who submitted this suggestion feels they are."

"However, it is recommended that the easiest solution to this problem would not be in the installation of a costly exhaust hood, but rather, that the people working in this area be equipped with the usual industrial masks which should eliminate this problem."

A survey was made of the area where the suggested exhaust system would be installed. This survey was made with a member of this staff and Real Estate and Construction and it was found that the area involved is in the middle of the warehouse and would require a very expensive unit to exhaust the dust.

There are other saws and wood working equipment that create dust that should be exhausted and would have to be tied in with the suggested exhaust system. The Real Estate and Construction Division by memorandum, Subject: Sawdust and Dust Disposal System in the Packing Section, [redacted] dated 7 April 1955 indicates that the cost of installing a complete dust removal system in the woee woeking area will cost \$80,000. A partial installation in an area 22' x 24', to protect the sanding operation will cost \$5,000. In view of the excessive cost of protecting this area, it is not deemed advisable to install this equipment in a non-government owned building.

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Other methods for protecting personnel engaged in this operation are now under study.

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Suggestion No 1397 (Cont.)

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[REDACTED] Office of Logistics states that suggestion played no part in furthering any proposed plans or study. He further stated that masks have been provided for years.

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1488

A. Summary of the Suggestion:

It is suggested that full advantage be taken of the GSA-Treasury-GAO "Joint Regulation for Small Purchases Utilizing Imprest Funds" (GSA-Wash DC 52-9753) dated 10 March 1952 in effecting direct cash purchase from an imprest fund of all items on vouchers calling for unclassified purchase of materiel totaling approximately \$20.00 or less each.

Based on experience of the Materiel Support Branch the average time delay for purchase action under the existing system for the average small purchase order for readily available items is 15 working days. Comments during the recent Communications Area Chiefs' Conference reveal a justifiable complaint about slow service on requisitions calling for purchase of small quantities of readily available electronic components such as tubes, fuses, resistors, etc. Most of these requirements are not, in themselves, of a nature, even if personnel were available within O.C., to justify hand carrying the purchase request as is required to expedite purchase under the existing system. They are, however, such that use of an imprest fund at one central point within the Agency as suggested herein would eliminate the cause for this criticism.

Unofficial inquiry to personnel in the Office of Logistics has revealed that:

- a. Approximately 20% to 30% (15 to 20 per day) of the purchase orders now serviced cover purchases totaling \$20.00 or less each.
- b. The estimated cost of handling a purchase order is \$15 to \$20.

This indicates that it is costing approximately 100% overhead for purchase of these items. Based on the minimum of the estimates above, service on purchase orders falling into the \$20.00 or less category is costing in excess of \$50,000.00 per year.

It is therefore suggested that to implement this suggestion:

- a. An Imprest Fund be established under authority of the Joint Regulation cited in paragraph 1.
- b. Upon receipt of vouchers calling for purchase action the Purchase Branch segregate those vouchers calling for expenditure of \$20.00 or less each and route them to the "Imprest Fund Purchasing Officer" (Imprest Fund Cashier).
- c. Upon receipt of purchase requests by that officer that he telephone local vendors and locate the appropriate source for procurement and place a telephone order for the item(s). The name, address, and other pertinent data concerning the vendor should then be noted on the face of the voucher.

Suggestion No. 1488 (Cont'd)

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- d. These annotated vouchers and sufficient funds to cover expenditures be picked up the following morning by the "Direct Purchase Clerk" and that he make the purchase and deliver the items and covering vouchers to the Receiving Clerk at the depot.

Adoption of the suggestion will result in:

- a. Improved service to requestors by cutting purchase action time by approximately 12 days.
b. Based on a comparison of the minimal \$50,000.00 estimate, paragraph 4 above, and the estimated cost (\$13,650.00 annually) of servicing the same vouchers under the suggested purchase method, annual administrative savings of \$36,000.00

Annual cost - present system \$50,000.00

Annual cost - suggested " 13,650.00 (Savings \$11,000.00 - Office
SAVINGS \$36,350.00 Facilities \$1,150.00
 Transportation \$1,000.00)

B. Evaluation of Concerned Offices:

The Deputy Comptroller on 21 February 1955 recommended the following:

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"Agency [redacted] dated November 1955, entitled, "Treasury Department Imprest Funds," provides for the use of imprest funds to the extent that such method affords an advantageous and economical operation and is consistent with security requirements.

"It is the view of this Office that this suggestion has merit and if adopted should be the basis of an appropriate award to the employee. Since the subject matter relates specifically to the methods for conducting purchasing operations, it is recommended that the suggestion be brought to the attention of the Logistics Office for its consideration and evaluation."

On 28 March 1955, the Chief, Administrative Staff, OL stated:

"Most parts of this suggestion are already in effect. There exists within the Procurement Division a central Imprest Fund which is used extensively for effecting small purchases. At present we do not have a direct purchase clerk nor a vehicle assigned for the purpose of pick ups as recommended, but plans for similar arrangement are in process. There is an arrangement, however, whereby a person from the [redacted] makes pick ups twice each week."

"While establishment of a direct purchase clerk and the assignment of a vehicle might improve present service, it is doubtful that any considerable monetary savings would result therefrom."

25X1A

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Additional followup was made with Logistics on 21 November to determine if there had been any unforeseen benefits resulting from the suggestion. There has been no change since original evaluation by Logistics.

C. Recommendation of the Executive Secretary:

Disapproval

CONFIDENTIAL

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A. Summary of Suggestion:

It is suggested that the lighting system in present use in the Special Packing Area at the [REDACTED] is inadequate for the type of work performed there, impairs efficiency and is a safety hazard. This area is used to pack and crate large and bulky items such as heavy machinery and electronics equipment. At present this area is lighted by six (6) each shallow dome type reflector lights of 300 watt, which is insufficient to illuminate the item being packed or crated or to operate the power tools within an area of safety or as effectively as could be realized with the proper facilities.

25X1A

It is estimated that this condition could be corrected by installing nine (9) each 48", 3-light fluorescent fixtures at an approximate cost of \$25.00 per fixture complete.

B. Evaluation of Concerned Office

The Chief, Administrative Staff, Office of Logistics, evaluated the suggestion as follows:

"A survey conducted by this office of the subject area reveals that additional lighting is required for the type of activity performed. Light readings averaged 7 foot candles, whereas a minimum of 20 foot candles should be provided.

"This office will recommend the installation of additional lighting in accordance with the requirement. The decision is based on the cost of installing new wiring for existing equipment in a new location, and the proposed installation of a traveling hoist to facilitate the crating of heavy equipment. However, approval is contingent upon the availability of funds, and the authorization for the expenditure by the Director of Logistics.

"It is our opinion that should the Suggester serve in a supervisory capacity, and is responsible for the administration of the activity, he is not entitled to a direct commendation from the War Risk Committee. This type of suggestion is a responsibility of the supervisor and the condition could be brought to the attention of the Maintenance Office by established procedures stated in regulation [REDACTED]

25X1A

"A commendation from the office head related to the unit appears appropriate."

C. Recommendation of Executive Secretary:

Disapproval with commendation for initiative exercised in the line of duty.

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*Suggester is supervisor,
Packing Section
LO*

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A. Summary of the Suggestion:

Suggester proposes Agency adoption of the "Mosda" Clipless Paper Fastener. The Mosda would interlace the papers without using paper clips - saves weight of staples if letters are for air mail and eliminates any chance of rust marks from staples.

B. EVALUATION OF CONCERNED OFFICE:

They recommended that this suggestion be disapproved. The question of the utilization of this piece of equipment has been raised and evaluated before. At that time it was evaluated for its use to the Agency, and several obtained and tested. It was found to be of limited use. For instance, the average number of papers that can be clipped together are three. Each time the papers are rejoined, another hole must be punched in the paper. It can be readily seen then that the flexibility is small. Were this machine to be adopted, it would supplement, but not replace existing means for joining papers such as staples, paper clips, etc.. From this viewpoint it would give no economy. An additional fact is its foreign manufacture. Under the Buy American Act, the Agency can purchase foreign material provided the DCI approves the purchase and it is released and approved by the Administrator of the General Services Administration (Region 3), since items of this nature come within their cognizance. The purchase of goods made in England comes within the meaning of the Buy American Act. These difficulties militate against its procurement and use.

C. RECOMMENDATION OF THE EXECUTIVE SECRETARY:

Non adopt.

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A. Summary of the Suggestion:

It is suggested:

1. That all personnel transporting classified material (relative size not considered a factor for exclusion) be required to utilize the shuttle bus system when such movement would require the crossing of any of the main traffic bearing thoroughfares, i.e., Ohio Drive, Constitution Avenue, Lincoln Memorial Circle, etc. This is particularly of note in reference to Ohio Drive where all approaches to rear entrances to buildings require the crossing of unprotected, heavily trafficed and normally dangerous portions of the thoroughfare. In the event of a pedestrian accident such material would be open to unauthorized inspection and possibly lost entirely in the resulting confusion.
2. It is further suggested that all vehicles of this Agency prominently display a sign describing the proper procedure to be followed in the event of an accident resulting in the injury to an occupant or confusion and possible panic.

B. Evaluation of Concerned Office:

The Chief, Physical Security Division stated:

"The Office of Security is aware of the hazards involved in crossing the main thoroughfares in the West Potomac Park area.

"The hand carrying of classified material between Agency buildings and between Agency and non-Agency buildings is permissible as prescribed in the Security [REDACTED]

25X1A

"It is the opinion of this office that Agency personnel should not be compelled to utilize the shuttle bus system when transporting classified material. Employees should be allowed to determine their mode of travel based on convenience, expedience, etc."

C. Recommendation of the Executive Secretary:

Disapproval

SUGGESTION NO. 1931

A. Summary of the Suggestion:

This suggestion relates to both the nighttime physical security of certain CIA buildings and to the safety of employees. As an example, Barton Hall has had certain lights on the front porch out for some time now. This darkened area, caused by the lack of replacement of light bulbs, is both a security hazard and a hazard to employees walking in the area at night, since the steps are difficult to see in the dark. It is suggested that all burned out light bulbs which are in fixtures intended to light the exteriors of buildings be replaced immediately to prevent this dual hazard.

B. Evaluation of Concerned Office:

"Reference is made to Employee Suggestion No. 1931, relative to the safety hazard involved in darkened areas on the front porches of the barrack-type buildings, due to the non-replacement of burned out light bulbs.

Remedial action was taken by this Office in requesting the PBS Building Superintendent to replace immediately all burned out bulbs and also, to have the porch lights checked at the time the weekly checks are made of the outside building lights.

25X1A

This type of building maintenance is normally reported by the building guard or by employees through their Administrative Officers in accordance with procedure indicated in [REDACTED] relative to Building Maintenance, Alterations, and Repairs.

However, the suggester may be commended for his observation of accident hazards relative to the safety of Agency employees."

C. Recommendation of the Executive Secretary:

Disapproval. Recommend a commendatory letter.

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Suggestion No. 1934

A. Summary of Suggestion:

The suggester proposed to have the CIA Map Library prepare yearly summaries showing the area and subject interests of countries requesting U.S. maps and related publications in exchange for their maps. Such summaries could be of considerable substantive intelligence value. In special cases (e.g. Yugoslavia) it might be desirable to extend the record back several years to show the trend.

B. Evaluation of the Office Concerned:

The Acting Chief, D/GL/RR made this evaluation:

"A brief survey of materials requested by two Yugoslav mapping agencies and by selected agencies in France, Switzerland, and Austria was prepared by the individual who has responsibility for filling these requests.

"It does not appear to the undersigned that there is any clear pattern of intelligence or counter-intelligence value to be gained by the preparation of the yearly summaries suggested. However, should individuals in the agency wish they may examine the requests in the files in the Procurement Branch of the Map Library."

C. Recommendation of the Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

Suggestion No. 1954

A. Summary of the Suggestion:

It is suggested that the files of each Branch in the various divisions of OMB be arranged in as near an "outline breakdown" as is practicable. The "outline breakdown" would be a modified or combined version of the typical outlines required for research work, as developed by each branch.

The purpose of this suggestion is to simplify and reduce the filing - primarily for the benefit and efficiency of the analyst.

B. Evaluation of Concerned Office:

Any suggestion that might contribute to a more logical or more uniform or more efficient arrangement of files is most welcome to this Office. We are at the moment giving very detailed and careful consideration to a possible reorganization developed from suggestion 1590 on the use of McBee cards.

Subject suggestion, however, is too general and too lacking in detail for extensive consideration. If by "outline breakdown" the suggester refers to the arrangement in Part IV, "Suggested Components of Commodity and Industry Reports" in the CRR document, "Comments on the Organization and Preparation of Economic Intelligence Reports," 4 June 1954, the tentative opinion of this Office is that these outline headings are too broad to furnish a satisfactory basis for file arrangement.

C. Recommendation of the Executive Secretary:

Disapproval

*The individual has
been reviewed and
is acceptable for CIA*

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Suggestion No. 1966

A. Summary of the Suggestion:

In procuring letter-size envelopes, stock only types that have a dark side that will prevent the message from being read by holding the envelope up to the light - as long as plain envelopes are stocked they will be used in situations where it would be better security practice to use an opaque envelope.

B. Evaluation of Concerned Office:

The Agency Security Regulations prescribe the methods for transmission of classified documents within CIA and outside of CIA. Plain envelopes are to be used for unclassified material only and should not be construed to represent the opaque char envelope.

The additional cost involved in stocking only the opaque type letter size envelopes could not be justified. This type of envelope could be a security hazard if used in lieu of the prescribed double wrapping as required.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 2004

A. Summary of the Suggestion:

At overseas stations all male personnel pull duty officer. Whereas the evening may be uneventful, on the other hand, it is frequently hectic. As a result, the duty officer's efficiency is certainly reduced or limited depending on how much sleep he has lost. Furthermore,

25X1C

[REDACTED]

compensatory time cannot be arranged and the exigency of priority requisitions and transportation preclude compensatory time.)

25X1C

A solution might be hiring disabled war veterans for specific assignment as duty officer. Besides rewarding these less fortunate former servicemen, such assignment would probably be more economical (than paying overtime to GS 7, 9, 11, 12's, remove the bone of contention between [REDACTED], and certainly would permit optimum utilization of "fresh" personnel. The manpower ceiling problem might be solved by utilizing "contract status" for these duty officers.

B. Evaluation of Concerned Offices:

The following evaluation was received from DDP/PPC:

25X1C

"The duty officer assignment is a staff duty and, therefore, under existing policy is a type of duty that is normally performed by staff-type civilian personnel [REDACTED] subject to ceiling. The current agency personnel ceiling is not sufficient to permit the hiring of staff-type employees solely for duty officer assignments, and under current agency personnel ceiling policy there is little or no possibility that ceiling would be increased for that purpose. The hiring of contract personnel for staff-type duties would be contrary to Agency policy and would amount to circumventing the established Agency personnel ceiling."

25X1C

Although the activity during the evening and night may often be uneventful, action documents frequently arrive during a "duty officer" tour that require immediate action. An employee whose assignment was solely that of duty officer would not be sufficiently familiar with the problem to take appropriate action on his own.

25X1C

The procurement [REDACTED] for currently author-

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ized staff-type personnel is already difficult. The hiring of additional personnel for such a special purpose as duty officer would strain an already tight situation.

There are also objections from a security standpoint. Additional personnel, who would contribute little to the operational effort, would have access to large quantities of operational information.

If there were no other objections, cost alone would be a substantial factor, and especially so when considered in terms of the limited contribution that would be made by personnel with the sole assignment of duty officer.

C. Recommendation of the Executive Secretary:

Disapproval

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